



Reservation Agent, Version 3

Effective: 11/18/13

This Business Practice defines the roles and responsibilities of the **Reservation Agent**¹ and the process for designating a Reservation Agent. Previously, this Business Practice had been combined with the **Scheduling Agent**² Business Practice to comprise the Reservation & Scheduling Agent Business Practice. The now separate Scheduling Agent Business Practice can be found in the Scheduling section of this website.

Version 3 updates the **OATI**³ address, fax and email in Section C.

¹An entity authorized to submit and process Transmission Service Requests (TSR) on behalf of the Customer. This entity is a registered customer of Open Access Technology International, Inc. (OATI).

²An entity designated by the Customer to prepare and submit transmission schedules and associated forecasts on behalf of that Customer.

³Open Access Technology International System

A. Reservation Agent

1. There is no limit to the number of Reservation Agents a **Customer**¹ may designate to submit and process TSRs.
2. Designation of a Reservation Agent
 - a. To designate a Reservation Agent, the Customer must:
 - i. Be an Eligible Customer. For more information, see New Customer Application Process.
 - ii. Execute a Point-to-Point (PTP) or Network Integration (NT) Service Agreement with BPA Transmission Services.
 - iii. Submit a written notice on official letter-head to OATI at least five Business Days prior to the effective date of such designation.
 - iv. Provide a copy of the written notice sent to OATI to BPA Transmission Services at least five Business Days prior to the effective date of such designation. Submit the notice using one of the options listed in [Contact Information](#) below.
 - b. The Reservation Agent must also submit written notice on official letter-head to OATI at least five Business Days prior to the effective date of such designation.

B. Designation of BPA Transmission Services as a Reservation Agent

1. To designate BPA Transmission Services as a Reservation Agent, the Customer must:
 - a. Contact their Account Executive to request a **Long-Term Firm (LTF) Reservation Agent Agreement**².
 - b. Sign a LTF Reservation Agent Agreement with BPA Transmission Services.
 - c. Submit a written notice on official letter-head to OATI upon execution of a LTF Reservation Agent Agreement at least five Business Days prior to the effective date of such designation.
2. BPA Transmission Services will notify OATI of its LTF Reservation Agent Agreement with the Customer within five Business Days after receiving the Customer's letter to OATI.
3. BPA Transmission Services will only submit and process LTF TSRs on behalf of the Customer.

¹Any customer taking service under Use of Facilities (UFT), Formula Power Transmission (FPT), Integration of Resources (IR), Part II or Part III of the OATT.

²A LTF Agreement that establishes a contractual relationship between the customer and Transmission Services as the customer's Reservation Agent.

4. The Customer must submit written notice to BPA Transmission Services for each LTF **TSR**¹ it wishes to be submitted. Refer to the Requesting Transmission Service Business Practice for information submittal requirements.
5. BPA Transmission Services will submit up to three TSRs each **FY**² on behalf of the Customer. Additional TSRs will be processed at Transmission Service's discretion.
6. The Customer is responsible for notifying BPA Transmission Services if the Customer needs the status of a TSR to change to either CONFIRMED or WITHDRAWN.
7. BPA Transmission Services will perform the following:
 - a. Submit LTF TSRs into the **OASIS**³ within five Business Days of receipt of all necessary information from the Customer.
 - i. BPA Transmission Services is not responsible for TSRs it submits outside of Transmission Service's reservation windows if BPA Transmission Services receives late written notice from the Customer.
 - b. Respond in a timely manner to all actions related to processing TSRs for Available Transfer Capability (**ATC**⁴) offerings and completing competitions after being notified by the Customer of what status action to take.

C. Contact Information

U.S. Postal Service	Bonneville Power Administration Transmission Marketing and Sales - TSE- TPP-2, P.O. Box 61409, Vancouver, WA 98666-1409
Overnight Express (physical delivery: UPS, Fed Ex, etc.)	Bonneville Power Administration Transmission TSE-TPP-2 7500 NE 41st St, Suite 130 Vancouver, WA 98662-7905 (360) 619-6016
Facsimile (fax)	(360) 619-6940
OATI U.S. Postal Service	OATI

¹Transmission Service Request

²Fiscal Year - October - September

³Open Access Same-Time Information System

⁴Available Transfer Capability

3660 Technology Dr NE Minneapolis, MN 55418 Fax to: (763) 201-5333 Email to: support@oati.net
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D. Additional Information

Related Business Practices

- New Customer Application Process for Transmission Service
- Requesting Transmission Service

Version History

Version 3	11/18/13 Version 3 updated OATI address, fax and email in section C.
Version 2	07/29/10 Version 2 of this business practice includes a clarification update to step 3.1 due to the fact that designated Scheduling Agents can access all CDE ¹ scheduling data for the customer they are acting for.
Version 1	04/03/09 This Business Practice fully incorporates and retires the Reservation Agent Bulletin and the Scheduling Agent Bulletin and incorporates the Scheduling Agent definition and Scheduling Agent, section 4, of the Reservation & Scheduling Business Practice, Version 5, posted June 29, 2006.

¹Customer Data Entry